

Form 3: Authorization for Faculty Appointment and Affirmative Action Recruitment Report

Form 3 is completed after the final ranking of candidates interviewed. Candidates cannot be offered a position until an approved Form 3 is received by the department/program from the Associate Dean's Office (via email).

Retain all search records according to the retention period listed on [Records Management's Website](#). If you are using Dartmouth's designated electronic faculty search system (currently Interfolio), that system serves as the archive.

Date: _____

A&S Search Number: _____

Interfolio Search Number: _____

Position Description: _____

Search Committee Chair: _____

1. When the department/program is ready to propose candidates for appointment, fill out the two tables on the next page. Every candidate named on Form 2 must also be named on Form 3.
2. Append a summary of the reasons for the department/program's recommendation to the Associate Dean. The summary should include an account of the departmental/program discussion, explain the characteristics that differentiate the candidates, and describe the voting process and outcome.

Attach Summary

3. Submit this form and summary for recommendation in item 2 to IDE for approval. IDE will flag any issues to the Search Chair and the Associate Dean for their discussion. The Associate Dean, in consultation with IDE, may require additional justifications and/or additional recruitment. Before the Search Chair submits Form 3 to the Associate Dean, IDE must approve the potential appointment list by signing below.

4. List in **ranked order** the candidates proposed for appointment.

Name	Highest degree	Present Position	Gender Code*	EEO Code**	Date added to short list	Date interviewed

5. List in **alphabetical order** the candidates interviewed but not selected.

Name	Highest degree	Present Position	Gender Code*	EEO Code**	Date added to short list	Date interviewed

*Gender Codes: **F** female, **M** male, **O** other, **U** unknown

Equal Employment Opportunity (EEO) codes: **0 unknown, **1** American Indian or Alaska Native, **2** Asian or Asian American, **3** Black or African American, **4** Hispanic or Latino, **5** Native Hawaiian or Other Pacific Islander, **6** White, **7** Multiracial, **8** Disabled, **9** Veteran

Approvals of Appointment List:

1. Search Committee Chair _____ Date: _____
2. Dept/Program Chair _____ Date: _____
3. Dept/Program Chair** _____ Date: _____
4. IDE EEO/AA Officer _____ Date: _____
5. Associate Dean _____ Date: _____
6. Associate Dean** _____ Date: _____
7. Provost (if cluster hire) _____ Date: _____

After the approvals are received, the Associate Dean's office will forward copies to the Search Committee Chair, to the Office of Institutional Diversity & Equity (IDE), and to the Arts and Sciences Finance Center (ASFC) via email. The Associate Dean's Office will retain the original copy of this Form.

**For joint positions, both department/program chairs and respective Associate Deans must approve request.

This page for Associate Dean's use only

Name	Date Offer Initiated	Result

Actions to take once the search is closed:

- Associate Dean records the original
- Copy to Office of Institutional Diversity & Equity (IDE)
- Copy to Arts and Sciences Finance Center (ASFC)
- Notification of hire (with a c.v.) by e-mail to the Associate Librarian